

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

**DD Form 1351-2, OCT 91 (EF-V1)** (PerFORM PRO) *Replaces previous editions of DD Form 1351-2 and DD Form 1351-4, which may be used.*  
Exception to SF 1012 approved by GSA/IRMS 12-91.

## **PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 USC 5701, 37 USC 404-427, and EO 9397.

**PRINCIPAL PURPOSE(S):** Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

**ROUTINE USE(S)** To substantiate claims for reimbursement for official travel.

**DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

## **PENALTY STATEMENT**

**There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).**

## **INSTRUCTIONS**

### **REQUIRED ATTACHMENTS**

1. Original and/or legible copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR or ticket used.
5. Hotel/motel receipts and any item of expense claimed in excess of \$25.00.
6. Other attachments will be as directed.

### **DEDUCTIBLE MEALS**

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see *JFTR, Vol. 1 App. A and JTR, Vol. 2 App. D for definition of deductible meals*). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

### **ITEM 15. ITINERARY - SYMBOLS**

#### **15d. Means/Mode of Travel (*Use two letters*)**

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation	- C	Bus	- B
(Own expense)		Plane	- P
Privately Owned Conveyance		Rail	- R
(POC)	- P	Vessel	- V

#### **15e. Reason for Stop**

Awaiting Transportation	- AT
Leave En Route	- LV
Mission Complete	- MC
Authorized Delay	- AD
Temporary Duty	- TD

#### **15f. Number of Meals**

Breakfast - B	Lunch - L	Dinner - D
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### **30. REMARKS**